

**PUBLIC PROGRAMS
SPECIAL EVENTS VOLUNTEER
POSITION DESCRIPTION**

Title: PP Special Events Volunteer

Date Prepared: December 2018

Prepared by: Public Programs Volunteers Department

Position Description:

Special Events Volunteers (SEV) get to share time with friends (or make new ones!) and help sustain the planet in a stunning, unique night time atmosphere! Volunteers will support the Academy through informal and interactive conversations with guests that inspire curiosity, learning, and action. These hands-on experiences educate and excite guests by introducing them to information that is consistent with the Academy's mission: to Explore, Explain, and Sustain Life.

SEV gain crucial job development skills as they discover and practice our "platinum engagement" techniques, while learning about the live specimens in our Tidepool, Penguin, and Swamp exhibits during a one day training, and gain hands-on experience during an evening event at the Academy with a mentor.

SEV benefits include: STEM educational training and presentations, a behind-the-scenes experience of a bustling nonprofit organization, ongoing professional development and networking opportunities, a chance to improve their communication and interpersonal job skills, team building capabilities, and recreational opportunities.

Time Commitment:

Initial training will be held on-site at the Academy for approximately one 8-hour session. A second training session will held during an evening event at the Academy for approximately one 4-hour session. The training process also includes 2-3 hours of online learning which consists of reading materials and quizzes to be completed prior to the first day of training. Training dates will vary depending on needs of the program.

The minimum requirement of service to the Academy is six months. The expectation during that time is that the volunteer will serve at least one 3.5 hour shift per month, for a minimum of 10.5 hours every 3 months. Shift times vary depending on the special event, but typically occur between 5:30 p.m. to 9:00 p.m. any day of the week.

Applicant Prerequisites: Candidates must satisfy the following requirements for consideration

- 21 years of age
- Have access to a computer for correspondence and scheduling
- The desire to make each guest's experience a memorable and inspiring one



- Commit to volunteering for one 3.5 hour event once a month, for a minimum of six months
- Complete all pre-training assignments, participate in a full-day training session, and attend a hands-on evening training session with a mentor
- A genuine interest in the natural world and/or sustainability
- Able to interact in a positive, cooperative, and respectful way with many people, including guests, staff, and other volunteers
- Be able to communicate clearly in English. Knowledge of other languages is desirable, but not required

Volunteer Expectations: Candidates must satisfy the following expectations during their service

- Punctuality and reliability, arriving at least 30 minutes before a shift begins to participate in pre-shift
- Possess an attitude of tolerance and respect for different points of view
- Be flexible and cooperative when serving with staff, guests, and other volunteers
- Be willing to learn new scientific content, safety measures, and guest relations skills to protect our live collection and engage our guests
- Accept supervision and assessment of your volunteer service
- Wear clean clothing and refrain from wearing shorts, tank tops, or open toed shoes

Physical Demands:

While performing the duties of this position, the volunteer is frequently required to stand, sit, reach with arms and hands, talk and listen. The position also demands walking on concrete floors, climbing stairs, tolerating high noise levels, and extensive public speaking in noisy settings.

The physical demands described above must be met by a volunteer to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The California Academy of Sciences is an Equal Opportunity Employer and is committed to ensure that all employees and applicants receive equal consideration and treatment, regardless of race, color, creed, gender (including gender identity or gender expression), religion, marital or domestic partner status, age, national origin or ancestry, physical, mental or medical disability, sex, sexual orientation, citizenship, military service status, veteran status, or any other characteristic protected by state or federal law or local ordinance.

The California Academy of Sciences is a non-smoking facility. Smoking is also prohibited in Golden Gate Park.